

MEETING MINUTES

Topic:

Thursday, June 26, 2018

6pm am – 8:00 pm

Minutes recorded by Yousef Ahmad

Meeting called by Mohammed Abu karbal

Attendees: Naser Ahmad Yousef Ahmad

Fehaid Almarri Hamad Almarri Mohammad Abu Karbal Abdullah Almutairi

Table 1. Record of meeting.

3pm to 4pm	Operation manual: <ul style="list-style-type: none">• Set an operation manual template.• Labeling and listing all the instructions to explain the functionality of each step.	Engineering building
9 pm to 10 pm	Finalizing Auto CAD <ul style="list-style-type: none">• Apply any changes made for the current to step to the CAD• Create a list of bills of materials for the CAD's.	Engineering building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Make changes to the CAD's	Every team member	11/19/18	In progress
List the bill of materials of each step	Every team member	11/19/18	In progress

Next formal meeting: 11/14/18, Engineering Building, at 3 pm – 4 pm